



MAJOR SUBDIVISION APPLICATION

Town of Malta
Building and Planning Department
2540 Route 9, Malta, NY 12020
(518) 899-2685
Fax: (518) 899-4719

Instructions

A preliminary meeting must be conducted with a Town Planner prior to the submittal of an application. An accurate map will be required at the preliminary meeting to allow for the discussion of the layout, as well as all zoning and site requirements. All maps submitted to the Planning Board must be prepared and stamped by a NYS licensed professional engineer/surveyor.

Please submit 15 copies and one (1) digital copy of the subdivision plan, application and narrative (5 full size copies of plans and 10 – 11” x 17” copies of plans may be submitted to satisfy the required 5 copies). All materials must be collated into individual packets for ease of distribution to the Planning Board. Acceptable submission formats for digital copies are via USB, FTP site, or email for small file sizes. **SWPPPs shall be submitted in digital format only.**

The application materials checklist included in this packet must also be completed and submitted with this application.

Project fees will be calculated by the Building & Planning Department after an initial review of the application. Applications will not be heard by the Planning Board until all project and escrow fees have been received by the Department.

Escrow fees will be estimated by the Town Designated Engineer after reviewing the application. Escrow is used to pay for engineering/CRTC/consultant review costs, advertising, and notification costs. A positive balance must be maintained in the applicant’s escrow account at all times. Failure to maintain a positive balance will delay further Board action. The Building and Planning Department maintains all escrow accounts. Any escrow money not expended will be returned to the applicant.

2026 Mitigation Fee Schedule

Mitigation Fees				
	GEIS Prep.	Traffic	Recreation	Open Space
Cost	\$186.00 per traffic trip	Per traffic trip as determined in consultation with CRTC	\$1,203.00 per residential dwelling	\$1,398.00 per disturbed acre

*Fees subject to annual increase of 2.5%

GEIS MITIGATION FEE CALCULATION

The required developer mitigation fee will be calculated by the Town as set forth in the Findings Statement of the Supplemental Town-wide GEIS based upon the developer plan submission. The Town has established the following parameters to assist in this process:

GEIS Preparation Mitigation Fee: The Mitigation Fee for preparing the GEIS will be calculated based on the proposed Trips multiplied by \$186.00. One half (1/2) will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the GEIS Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy is issued. GEIS Mitigation Fees collected will be accounted for in a designated account and shall only be used to offset the costs of the preparation of the Town-wide GEIS or future supplemental/updates of the Town-wide GEIS.

Traffic Mitigation Fee: The Traffic Mitigation Fee will be calculated in consultation with CRTC (Capital Region Transportation Council). Applicant is responsible for the cost of review by CRTC. An escrow account must be established with the Town at the time of application.

One half (1/2) of the traffic mitigation fees will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the Traffic Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy is issued.

Traffic Mitigation Fees collected will be accounted for in a designated account and shall only be used by the Town to improve traffic infrastructure as identified in the Town-wide GEIS.

Recreation Fee: There will be a fee of \$1,203.00 per residential building lot due upon submission of each building permit.



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Open Space Mitigation Fee: The Open Space Mitigation Fee will be calculated based on the proposed number of acres of disturbed developable land (clearing and grading limits) multiplied by \$1,398.00. One half (1/2) will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the Open Space Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy issued.

Open Space Mitigation Fees collected will be accounted for in a designated account and shall only be used by the Town to acquire, develop, provide access, preserve and protect open spaces, agricultural lands, water resources, trails, plant and wild life habitat, scenic views and vistas located within the Town.

Meeting Schedule

Applications must be submitted by 4PM on the day of the deadline.

All dates are subject to change.

Visit us at: www.townofmaltany.gov or call us at 518-899-2685 for the most up to date meeting schedule.

Application Deadline	Meeting Date
Dec 19, 2025	Jan 27, 2026
Jan 23, 2026	Feb 24, 2026
Feb 27, 2026	March 24, 2026
March 27, 2026	April 28, 2026
April 24, 2026	Wed. May 27, 2026
May 22, 2026	June 23, 2026
June 26, 2026	July 28, 2026
July 24, 2026	Aug 25, 2026
Aug 28, 2026	Sept 22, 2026
Sept 25, 2026	Oct 27, 2026
Oct 23, 2026	Nov 17, 2026
Nov 20, 2026	Dec 15, 2026

Please Note

- Incomplete applications will not be processed until all required materials have been received. Please see the next page for a complete checklist of materials that are required with an application.
- If a property sale is contingent upon the granting of the requested action, a copy of the sales document should be presented at the meeting.
- Additional information related to archaeological sensitivity, floodplains, historic sites, and wetlands may be required.



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Materials to Be Submitted with *All* Applications

- ☐ A completed subdivision application, including this checklist;
- ☐ A signed owner authorization form (if the applicant is acting on behalf of the property owner);
- ☐ A narrative describing all activities proposed for the site;
- ☐ All applicable project fees;
- ☐ The names and addresses of owners of all property who are contiguous, abutting or adjacent or who are across an established road from the proposed boundaries;
- ☐ A subdivision plat, to a scale not smaller than 50 feet to the inch, drawn to scale with dimensions shown, and including bearings, distances, and locations of iron pipes and other survey monuments. The following must be shown:
 - Highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the Official Map or Comprehensive Plan, shall be shown;
 - All contiguous land owned or under option by the owner shall be shown with a street and lot plan for its development;
 - Water elevations and subsurface information, including groundwater elevation, shall be noted where appropriate. All existing and proposed property lines, present zoning, and building line setbacks, easement and right of way lines, with dimensions, azimuths or angle data, and curve data;
 - Conditions of dedication of areas proposed to be dedicated to public use;
 - The preliminary design of bridges and culverts;
 - A draft of any protective covenants whereby the owner proposes to regulate land use in the subdivision and otherwise protect the proposed development;
 - The names of owners of all adjacent property;
 - Street names and house numbers;
 - All property reserved by the owner or dedicated to the public use;
 - A house number for each lot;
 - A North arrow;
 - Standard title block;
 - Key map;
 - The proposed use of each lot;
 - Contour lines at two-foot intervals to United States Geological Survey datum;
 - Watercourses, marshes, rock outcrops and other important land features;
 - Right-of-way lines, street paving and street stationing;
 - Sanitary sewers, storm drains, gas lines and waterlines with all appurtenances;
 - All pavement, storm drains, sanitary sewers, gas lines and waterlines with appurtenances;
 - Pavement and utility stationing, including all horizontal and vertical control points and grades;
 - Signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law;
- ☐ Signage - The applicant must provide detailed architectural renderings of all proposed monument, freestanding, façade mounted, and directional signage. The renderings shall include but are not limited to sign dimension, letter dimension, colors, materials and texture. Location and orientation of signage must be provided as well as cut sheets for proposed lighting. All proposed signage must comply with § 167-26 of Malta Town Code;
- ☐ A Long Environmental Assessment Form. Pursuant to NYCRR Part 617.10 (State Environmental Quality Review), the Town of Malta has completed a Generic Environmental Impact Statement (GEIS). The following are required to be submitted for review, to determine if an action is in conformance to the baseline conditions established in GEIS or Statement of Findings:
 - Mitigation Fee submittal to the Planning Department with the following information:
 - Total trips generated;
 - Total non-residential square footage and/or total number of residential units;
 - Total disturbed developable area per acre;
 - Correspondence with NYSDEC confirming the locations of all state wetland boundaries;
 - Correspondence with the Army Corps of Engineers confirming the locations of all federal wetland boundaries;
 - NYSDEC must be contacted to request the known locations of all rare, threatened or endangered species;
 - US Department of Fish and Wildlife must be contacted to request the known locations of all rare, threatened or endangered species;
 - NYS Office of Park, Recreation, and Historic preservation must be contacted to determine the presence of cultural resources;



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- ☐ Notice of Intent (NOI) to gain coverage under the most current State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity (Construction Activities that disturb one or more acres of land must, with some exceptions for agricultural projects, silviculture projects and maintenance activities, be authorized under a State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity);
- ☐ A Stormwater Pollution Prevention Plan (SWPPP) that is in conformance with the requirements and standards set forth in the most current State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity and NY State Standards and Specification for Erosion and Sediment Control, as well as Town of Malta requirements. (Construction Activities that disturb one or more acres of land must, with some exceptions for agricultural projects, silviculture projects and maintenance activities, submit a Stormwater Pollution Prevention Plan). Hardcopy SWPPPs are not required;
- ☐ A completed Stormwater Management Plan Preparation Checklist

Additional Materials

The following materials may be required depending on the nature of your project:

- ☐ If connecting to Saratoga County Sewer, a subdivision plan and narrative must be submitted directly to:

Saratoga County Sewer District #1
Attn: Daniel Rourke, PE, Executive Director
P.O. Box 550
Mechanicville, NY 12118

- ☐ Any subdivision plan within an Agricultural District or within 500 feet of an Agricultural District must submit an Agricultural Data Statement (see last page of application packet);
- ☐ Correspondence with NY State Department of Transportation (DOT) affirming conceptual approval of curb cut locations or any work within DOT's jurisdiction.

Any application where the applicant is not the owner must include written authorization signed by the property owner allowing the applicant to act on their behalf.



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PROJECT INFORMATION

Project Number: _____

Business/project name (do not use address): _____

Address/location: _____

APPLICANT INFORMATION

Name: _____ Address: _____

Phone: _____ Email: _____

PROPERTY OWNER (if different)

Name: _____ Address: _____

Phone: _____ Email: _____

DESIGNATED REPRESENTATIVE (if not owner or applicant)

Name: _____ Address: _____

Phone: _____ Email: _____

SITE INFORMATION

Parcel/Tax Map ID (list all): _____

Zoning district: _____ Size of existing lot(s) (acres): _____

Existing road frontage (feet): _____ Area of slopes => 15% (acres): _____

Area of State wetlands (acres): _____ Area of Federal wetlands (acres): _____

Area of floodplain (acres): _____ Soil classification: _____

Stream classification: _____ Stream length (feet): _____

Stream name: _____

SITE HISTORY

Date property was acquired by the applicant: _____

Name(s) of previous owner(s): _____

Has applicant subdivided any portion of the above-described property prior to the date of this application? YES / NO

If yes, indicate number of parcels, who they were conveyed to, and the date of conveyance: _____

Are there any easements or restrictions on this property? YES / NO

If yes, please describe: _____

PROPOSAL

Proposed use: Residential single family ☐ Residential multi-family ☐ Commercial ☐ Industrial ☐

Number of proposed lots: _____ Average size of lots (square feet): _____

Minimum size of proposed lots (square feet): _____ Minimum road frontage (feet): _____

Area of proposed disturbance (acres): _____ Area of proposed wetland disturbance (acres): _____

Will new streets be constructed? YES / NO Approximate length of newly created street (miles): _____

SIGNATURE OF PROPERTY OWNER

By signing this application, I am attesting the information provided herein and, if applicable, attached is true to the best of my knowledge.

Name (print): _____

Signature: _____ Date: _____

TOWN OF MALTA

AGRICULTURAL DATA STATEMENT AND CONTROL FORM

Agricultural District No. 2

Certain lands in the Town of Malta lie in an area that has been designated as an Agricultural District. Section 283-a of the New York State Town Law requires any application for a Special Permit, Site Plan, Use Variance or Subdivision on property within such a District containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located in such a District to include an Agricultural Data Statement. All such applications must be referred to the Saratoga County Planning Board in accordance with Section 239-m and 239-n of the General Municipal Law.

“Farming operations” are defined by Section 301. Article 25AA of the New York State Agriculture and Markets Law as “... the land used in agricultural production, farm buildings, equipment and farm residential buildings.”

PART 1 (completed by Applicant)

- A. Name of Applicant: _____
- B. Address: _____
- C. Description of Project (attach a brief narrative describing the project)
- D. Location of Proposed Project (tax map number): _____
- E. Names and address of owners of land within Agricultural District #5 containing Farm Operations and located within five hundred (500) feet of the project property.

	Name	Address	Tax Map #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

- F. Attach a tax map showing the site of the proposed project relative to the location of the Farm Operations identified above.

PART II (to be completed by Municipal Review Agency)

Type of Submission: Special Permit _____ Use Variance _____ Site Plan _____ Subdivision _____
Review Agency: Zoning Board of Appeals _____ Planning Board _____ Town Board _____

PART III (to be completed by Municipal Review Agency)

Consistent with Section 283-a (3) of the Town Law, written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date Notice Mailed: _____

PART IV (to be completed by Municipal Review Agency)

Consistent with Section 293-a (5) of the Town Law, the Clerk of the Municipal Review Agency identified in Part II must refer all applications requiring an Agricultural Data Statement to the County Planning Board.

Date Notice Mailed: _____